UNITED
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Secretariat

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: EFFICIENCY BOARD

1. The Secretary-General has established, with immediate effect, an Efficiency Board to advise him as part of his overall management plan for the implementation of his programme for promoting efficiency.

2. The Board will be chaired by the Under-Secretary-General for Administration and Management. It will meet on a regular monthly basis and hold additional meetings, as required.

3. The Board will be composed of individuals selected on the basis of their deep knowledge of the Organization's programmes and will reflect both in-house expertise and advisory capability and expertise external to the Secretariat. Its membership will include the Associate Administrator of the United Nations Development Programme, Mr. Rafeeuddin Ahmed, the Under-Secretary-General for Economic and Social Information and Policy Analysis, Mr. Jean-Claude Milleron, the Executive Secretary of the Economic Commission for Latin America and the Caribbean, Mr. Gert Rosenthal, Ambassador Ibrahim A. Gambari, former Ambassador Jamsheed Marker and former Under-Secretary-General Sir Brian Urquhart.

4. The functions of the Board are as follows:

(a) To review all programmes of the United Nations Secretariat and to identify, in collaboration with programme managers, those areas of United Nations activities where, at present, the promotion of additional efficiency is most likely to be needed or where least effective spending is most likely to occur;

(b) To commission fact-finding studies of the areas identified, seeking to quantify the extent of potential efficiency savings;

(c) To review the findings of such studies and to recommend to the Secretary-General action to be taken to achieve those potential efficiency

enhancements which can be attained without affecting mandated programme deliverables;

(d) To recommend to the Secretary-General, for his consideration and referral to Member States, those areas where mandated programmes are producing the least effective payback.

5. The Board is assisted by a working group, headed by an Executive Director, reporting and directly accountable to the Chairman of the Efficiency Board. The membership of the working group will include selected staff members of the Department of Administration and Management. Staff members from the programme areas under review will be invited to participate.

(Signed) Boutros BOUTROS-GHALI
Secretary-General